Application Procedure

To apply for IDEALAB please follow the application procedure below which is via Macquarie University's online application portal.
If you have any questions or problems regarding the application portal then please email Lyndsey Nickels: lyndsey.nickels@mq.edu.au or if you have general enquiries about the IDEALAB programme then please email Anja Papke: apapke@uni-potsdam.de

After you have completed your application, you will receive an email from Anja Papke: apapke@uni-potsdam.de informing you whether your application has been progressed.

The first application round will be finished end of April and you will receive notification at this time.
Preselected candidates receive an invitation to a Skype-interview.

To submit application

1. Go to the online application form to register as an applicant.
2. ***It is ESSENTIAL that you follow the additional notes below to ensure the application is filled out correctly for the IDEALAB scholarship.*
3. Fill out the application form and upload the requisite documents; note you will only be able to submit the application if all mandatory fields and the required supporting documentation has been attached. If you don't have it organised, save the application and come back to it later. If you are unable to upload your documents to the required section please attempt to upload them to the final section 'Additional Documents supporting your Application (if applicable)'.
4. Click Submit; an acknowledgement of receipt will be sent to your email.
5. Email a copy of this receipt to apapke@uni-potsdam.de and lyndsey.nickels@mq.edu.au
6. Once submitted, track the progress of your application by logging into the application portal.

Required Documents (Electronic Copies)
- A motivation letter for applying to the program
- Proof of Citizenship (copy of Passport or Birth Certificate if no passport available)
- Research proposal (8-10 pages)
- Proof of Undergraduate study (Certificate & transcript including grades + abstract of thesis if included in programme)
- Proof of Postgraduate study (Certificate & transcript including grades [or enrolment if still in progress] + abstract of thesis)
- Proof of English Proficiency test (if required)
- Curriculum Vitae (relevant academic and professional experience)
- Copies of Publications (published and accepted for publication)
- Evidence of University prizes awarded
- Evidence of Scholarships awarded

For all previous academic qualifications, the following documents must be provided:
- Academic Transcripts for all degrees completed or are currently enrolled in
- Academic transcript key (include range of grades awarded)
- Certificate/Testamur (year completed)
- If there was a thesis as part of your Undergraduate and/or Masters:
  - The abstract
  - You will also be asked for certain details of your thesis:
    - Word count
    - The % of your degree that the thesis was worth
    - The grade awarded
    - The duration in months of the thesis component of your degree

If any of these documents are not in English you must provide certified English translations.

Note: you will also need to provide contact details for two academic referees. Please also contact these referees yourself and ask them to send a reference letter (in English) directly to apapke@uni-potsdam.de and lyndsey.nickels@mq.edu.au

Additional notes to help with online application portal

a) **Fill in all of your personal details on the first page to register, then continue to course selection.**

b) **To select the correct PhD program, Type in 'PhD;COSC' and then select 'Doctor of Philosophy in Cognitive Science' and click 'Add to Application'. Then click 'Next'**
> **Note: If you have any problems searching for the programme, you can leave the search field blank and simply scroll down through the options until you find it**

c) **To select the Scholarship, type 'IDEALAB' in the scholarship search box, and select 'International HDR Agreement Scholarship (Cotutelle, Joint PhD, IDEALAB)' and click 'Add to Application'. Then click 'Next'**
> **Note: If you have any problems searching for the scholarship, you can leave the search field blank and simply scroll down through the options until you find it**

Select Scholarship

ⓘ Select 'Add to application' for the scholarship you wish to apply for.

Select 'Next' to continue to the next step when you are finished searching for scholarships.
Show less

| idealab | 🔎 |

International HDR Agreement Scholarship (Cotutelle, Joint PhD, IDEALAB)
International HDR Agreement Scholarship (Cotutelle, Joint PhD, IDEALAB)

| Online Application Dates | Year Offered | Owning Organisation Unit |
| 1-Jan-2019 to 31-Dec-2019 | 2020 | Macquarie University |

Description
HDR Scholarship

✔ Eligible

[Add to application]

d)   Then fill in the Application Details section:
1. Personal Details
2. Agent Details (leave blank unless used)
3. Current Contact Details
4. Nationality: (unless one of the other options apply to you) select 'Overseas Student Residing Overseas'

﹀ **Nationality and Cultural Details**

Nationality Details

Nationality*
Overseas Student Residing Overseas   ▾

Main Nationality Country   ▾

Dual Nationality Country   ▾

Cultural Details

Country of Birth*   ▾

Main Language*   ▾

Aboriginal or Torres Strait Islander   ▾

5. Visa Details: unless another option applies to you, select 'Student Visa' and subclass '573 – Higher Education – University'

﹀ **Visa Details**

Class
Student Visa   ▾

Subclass
573 - Higher Education - University   ⊗   ▾

6. Disability Details

e)   Educational Background section (this is an optional section which you can skip)

This section is optional and given that it is targeted to the Australian schooling system (and therefore confusing for overseas applicants) we recommend that you can leave it blank and make sure that you submit the appropriate educational documents in 'Step 5 – Requirements' of the application portal.

f)   Fill in all questions in the Requirements section.

Note, you will need to click save on each subsection and return to the Requirements section to fill in the next question (there are 24 in total)

If you have any problems uploading multiple forms in a section, you can upload documents in the final subsection Additional Documents supporting your Application'
'
1. **IDEALAB: Make sure you select 'Yes' and upload your motivational letter as the supporting document.**

2. **Proof of Citizenship: fill in your citizenship information, and upload proof e.g., copy of your passport or birth certificate**

3. **Australian Visa Details: (unless another option applies to you) select that you do not currently have a visa but will require one (see below)**

Australian Visa Details

Required for PHD;COSC (1) - Doctor of Philosophy in Cognitive Science

Questions for Australian Visa Details

Response 1

Do you currently hold an Australian Visa?*
No

Will you need to apply for an Australian Student Visa for your research studies?*
Yes

4. **Preferred Start Date: Select September (or later) of the year that you are applying for**

5. **Location: select 'In Sydney, Australia' as your location (even if you do not intend to be based there):**

Location Whilst Studying at Macquarie University

Required for PHD;COSC (1) - Doctor of Philosophy in Cognitive Science

Where do you intend to reside during your studies?

Questions for Location Whilst Studying at Macquarie University

Response 1

During my Studies, I intend to reside*
In Sydney, Australia

6. **Cotutelle or Joint PhD degree: Select 'No' (as IDEALAB already captures that)**

7. **Thesis Title: enter your proposed title (don't worry, this can change). You will also need to upload your research proposal (again, this can be changed later).**

8. **Principal Supervisor Details: Enter your principal supervisor's details.**
   Note: if they are not from Macquarie University you can select 'Cognitive Science' as the discipline. If you have not yet contacted a potential supervisor, you can put 'Lyndsey Nickels' as the principal supervisor.

9. **Academic Background - Highest Participation Level: If you have completed or are completing your Masters then select '1.Postgraduate' and the date you finished/will finish.**

10. **Undergraduate Qualification: fill in the details of your undergraduate and upload an official transcript from your university (which shows you have obtained the degree and also an official document showing completed courses and grades).**

11. **Postgraduate Qualification: fill in the details of your postgraduate education and upload an official transcript from your university (which shows you have obtained the degree and also an official document showing your courses and grades).**
    Note: if you have not yet finished your Masters at the time of application, please select 'Yes' to having a postgraduate degree, there is then a follow up question which asks if you have completed this yet. You can upload proof of enrolment and any courses completed.

12. **English Language Proficiency: if you have completed an approved English Proficiency test in the last two years or have studies for at least five years in an English-speaking country listed on the application portal, you can select 'Yes' to Language Proficiency.**

    Note: You do NOT need to have this at the time of application. However, if you are offered a place on the IDEALAB programme, you will need to do an IELTS or TOEFL and satisfy the English requirements before you are able to take up this place.

13. **Information on Relevant Professional and Research Experience: submit your CV which contains any relevant professional or academic experience**

14. **Information on peer-reviewed academic publications: Fill in details of any peer-reviewed publications and upload proof of publication (please do not submit the whole paper)**

15. **Information on creative work equivalent to published work: Fill in details of any other publications (if applicable) and upload proof**

16. **University-level academic prizes or awards: Fill in the details of any prizes or awards and upload proof**

17. **Scholarship History: Fill in the details of any prior scholarships and upload proof**

18. **Funding Arrangements: Select '<u>No</u>' (regardless of your situation). You can then type that you are applying for the IDEALAB scholarship in the response box. There is no need to upload any supporting documentation**

Funding Arrangements

Required for PHD;COSC (1) - Doctor of Philosophy in Cognitive Science

∧ Questions for Funding Arrangements

Response 1

Have you been offered an external scholarship to attend your proposed program at Macquarie University?*

No   ▾

∧ Funding Arrangements (Self funded study and living expenses)

∧ Questions for Funding Arrangements (Self funded study and living expenses)

Response 1

How will you fund your living and study expenses?
*
I am applying for the IDEALAB scholarship

19. **Academic Referee Details: Fill in the contact details of your two academic referees. Note: you will be asked if any referees are a prospective supervisor (and if so requested to provide an additional referee). Please select 'no' regardless (we are more than happy for a supervisor to write your reference).**
Note: ignore the message about report forms. As an IDEALAB applicant, please request that your two academic referees write a reference letter for you (in English) and send it directly to apapke@uni-potsdam.de and lyndsey.nickels@mq.edu.au

20. **Working with Children: Answer whether you are planning to work with children or not**

21. **Details for Applicant Transferring from Another Australian Institution: Select 'No' (unless you are in fact transferring from another Australian University)**

22. **Information about education agent: Select 'No' (unless you did use a private education agent)**

23. **Declaration: Answer the declaration question**

24. **Additional Documents supporting your Application (if applicable): Here you can submit any documents which you were unable to submit earlier (you may have already successfully uploaded everything).**

g) **Ensure all of the necessary details are filled in and the required documents have been submitted.**

You should have submitted (if applicable):
- **A description of your motivation for applying to the program**
- **Proof of Citizenship (copy of Passport or Birth Certificate if no passport available)**
- **Research proposal (8-10 pages)**
- **Proof of Undergraduate study (Certificate & transcript including grades + abstract of thesis if included in programme)**
- **Proof of Postgraduate study (Certificate & transcript including grades [or enrolment if still in progress] + abstract of thesis)**
- **Proof of English Proficiency test (if required)**
- **Curriculum Vitae (relevant academic and professional experience)**
- **Copies of Publications (published and accepted for publication)**

- **Evidence of University prizes awarded**
- **Evidence of Scholarships awarded**

h) **Click 'Next' to review and submit your application**

i) **Once you have clicked submit, you will receive a confirmation email. Please remember to send a copy of this email to Anja and Lyndsey (apapke@uni-potsdam.de and lyndsey.nickels@mq.edu.au)**

j) **Remember**: We require a reference letter (in English) from two academic referees. Please have them sent directly to apapke@uni-potsdam.de and lyndsey.nickelst@mq.edu.au